

CAREER DEVELOPMENT PROFILE

CLERICAL PERSONNEL

SENIOR LEVEL

Managerial Grid

Identifies managerial styles, promotes communication and conveys concept of on-going critique. Focuses on problem solving through personal interaction of students.

Fundamentals of Supervision and Management

Concentrates on effective supervisory behavior. Designed to increase the effectiveness of supervisors. Emphasis is on practical application and exchange of supervisory experiences among the class.

Performance Evaluation

To familiarize students with the principal parts of the Agency's Personnel Evaluation Program. Emphasis is on the writing of Fitness Reports and the Fitness Report interview.

Field Administration

Designed for personnel with duties related to finance, logistics, travel, personnel and security at a small overseas station.

Records Management Survey Seminar

To instruct personnel in the proper techniques for conducting a survey using actual case studies.

Office Management

Designed for all secretaries and administrative assistants GS-8 and above. Sessions are on communication, motivation, human relations and office management.

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